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ABSTRACT

This annotated bibliography is one in a quarterly series of current literature on educational and vocational guidance. Resources are provided for the following areas: (1) occupational guidance; (2) educational, vocational and personal guidance; (3) guidance administration and procedures; (4) student aids; (5) teacher aids; (6) adult education and aging; (7) handicapped and rehabilitation counseling; and (8) guidance periodicals. Publication addresses, cost, length, and brief description are cited for each reference. (Author/BMW)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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OCCUPATIONAL INFORMATION

Accredited Dental Hygiene Programs. American Dental Association Commission on Accreditation, 211 East Chicago Avenue, Chicago, IL 60611. 1978. 9 pp. Free. The institutions on this list which offer dental hygiene programs have been granted accreditation or are in provisional status. The name of the coordinator or director of each program is included.

Accredited Education and Training Programs and Those in the Accreditation Process. American Boards of Examiners in Speech Pathology and Audiology of the American Speech and Hearing Association, 10801 Rockville Pike, Rockville, MD 20852. 1978. 12 pp. Free. This list shows institutions of higher learning in which the master's degree program in speech-language pathology and/or audiology has been accredited, or has applied for accreditation.

Accredited Programs Leading to Degrees in Engineering, 1978. Engineers' Council for Professional Development, 345 E. 47th St., New York, NY 10017. 1979. 16 pp. Free. This is an alphabetical listing of educational institutions in the U.S. which have had their engineering or engineering-related programs evaluated by ECPD. The brochure also offers a listing by type of program.

Ask Any Forester. Society of American Foresters, Wild Acres, 5400 Grosvenor Lane, Washington, DC 20014. 1979. 5 pp. Free. A brief explanation is provided of the profession of forestry including educational and personal qualifications needed. Opportunities available include those in public forestry (Federal and state service), education and extension work, and private and industrial forestry.

Aviation Maintenance. Walter Zaharevitz. Dept. of Transportation/Federal Aviation Administration, Office of General Aviation, Washington, DC 20591. 1978. 5 pp. Free. This booklet on careers in aviation maintenance is part of a series on aviation careers. Topics covered are physical, personality, and educational requirements; opportunities for training and advancement; wages and benefits; and outlook for the future.

Be A Real "Pro." A Better Chance, Inc. (ABC), 334 Boylston Street, Boston, MA 02116. 1979. Un-numbered. Free. This brochure briefly describes some of the different kinds of engineers and what they do. It is written primarily for the minority adolescent who might be interested in a career as a civil, agricultural, chemical, mechanical, electrical, metallurgical, ceramic or petroleum engineer.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

Build Your Own Future: Apprenticeship Training for the Construction Industry. Associated Builders and Contractors, Inc., 912 Thayer Ave., Suite 302, Silver Spring, MD 20910. 1979. Un-numbered. Free. Written for adolescents, this brochure describes on-the-job and classroom training involved in the ABC apprentice program. Paid apprenticeships are offered in bricklaying, carpentry, plumbing, sheet metal working, refrigeration/air conditioning, and electrician work.

Career Guide for Minority Students Interested in Engineering. William F. Shanahan. School of Engineering and Applied Science, George Washington University, Washington, DC 20037. 1979. 124 pp. Sample copy free. This book has been prepared to familiarize potential minority engineering students with engineering and to encourage them to consider engineering as a profession. Chapters include information on various types of engineering, nature of the work, employment outlook and sources of additional information on each specialized field. A listing of programs to increase the number of minority engineers is also included, as is a section on financial aids.

Career in Metallurgy, Metallurgical Engineering and Materials Science, A. The Metallurgical Society of AIME, 345 East 47th St., New York, NY 10017. 1979. Un-numbered. Free. This booklet contains descriptions of the work done by extractive metallurgists, physical metallurgists, materials scientists and materials engineers. It also outlines the basic course of college study and provides a list of schools which offer the required curriculum.

Career Opportunities in the Insurance Profession. The Shelby Mutual Insurance Company, Shelby, Ohio 44875. 1979. Un-numbered. Free. This pamphlet is designed to answer questions about insurance careers. Job opportunities explored include independent agents and positions available in company employment, such as fieldman, underwriter, claims adjuster, claims examiner, and safety engineer.

Careers in Animal Biology. American Society of Zoologists, Box 2739 California Lutheran College, Thousand Oaks, CA 91360. 1979. 21 pp. Single copies free. This booklet gives some idea of what zoologists do, where they work and who employs them. It contains specific descriptions of environmental sciences, marine biology, parasitology and developmentology, as well as opportunities in health-related and non-academic fields.

Careers in Broadcast News. Vernon A. Stone. Radio-Television News Directors Association, 1735 DeSales St., N.W., Washington, DC 20036. 1979. Un-numbered. Single copies free with stamped (20¢) self-addressed 6" x 9" envelope. This booklet describes roles and responsibilities in broadcast journalism. It discusses opportunities for women and minorities, salaries, and the background and education needed for careers in radio and TV news.

Careers in Camping. American Camping Association, Inc., Bradford Woods, Martinsville, IN 46151. 1979. Un-numbered. Free. This leaflet outlines job opportunities in the camping field, including agency camping, as instructors of camping courses at the university level, and owning a family campground. Special training and qualifications, as well as desirable personality characteristics are noted.

Chemical Laboratory Technician. State of New Jersey, Dept. of Labor and Industry, Division of Planning and Research, Trenton, NJ 08625. 1978. 6 pp. Free. Chemical laboratory technicians conduct experiments and analyze materials which aid research chemists in creating new and improved chemical products. Specialized activities are described in this brochure, as well as physical, mental and educational requirements; wages, hours and benefits; costs of education, and where to go for more information.

Clinical Psychologist, The. (Revised). Mental Health Association, 1800 North Kent St., Arlington, VA 22209. 1978. Un-numbered. Free. This leaflet includes a comprehensive description of the work of a clinical psychologist, including various specializations in the field. Training from college through doctoral degrees, sources for financial support, expected earnings, and future of the field are also discussed.

Consider Entomology. Entomological Society of America, 4603 Calvert Road, College Park, MD 20740. 1979. Un-numbered. Up to 3 copies free. This leaflet lists a number of careers open to those trained in entomology. Advice is given on pre-college educational preparation, summer jobs, and experience in the field.

Environmental Jobs Handbook, The. Mikon Publishing Co., 10 Paradise Ave., Mt. Airy, MD 21771. 1978. 112 pp. $7.95 plus $.95 postage and handling. Handbook provides information necessary to locate environmental employers and advertised job announcements. It describes job hunting resources, such as publications which list job openings, placement services, directories of potential employers, and step-by-step strategies to be tailored to individual needs.

Fact Sheet: Planning As a Career. American Institute of Planners, 1776 Massachusetts Ave., N.W., Washington, DC 20036. 1979. Un-numbered. Free. Information provided includes a definition of the role of planners, educational requirements, financial aid, and employment prospects. Salary data and opportunities for women and minorities are also discussed.

Future Employment Opportunities in the Geological Sciences. The Geological Society of America, 3300 Penrose Place, Boulder, CO 80301. 1978. Un-numbered. Free. This review of presentations at a GSA briefing presents various experts from government, oil companies, and universities who discuss career openings in their fields. They give specific information on educational requirements, salaries, and personal characteristics desirable.

Golf Course Super Career. Golf Course Superintendents Association of America, 1617 St. Andrews Drive, Lawrence, Kansas 66044. 1979. Unnumbered. Free. The golf course superintendent is responsible for every facet of the condition and care of a golf course. This brochure notes necessary skills and aptitudes, education, scholarship and financial aid, and on-the-course training needed.

Guidelines for Art Therapy Training. American Art Therapy Association, 428 E. Preston St., Baltimore, MD 21202. 1978. Un-numbered. Free. This leaflet is addressed to educators planning programs and training for the relatively new career of art therapist. Recommendations are made for master's degree programs, undergraduate prerequisites, volunteer experience, and the practicum. The necessary staff and facilities for such programs are also discusssed.

Industrial Engineering: The Humanized Profession. The American Institute of Industrial Engineers, Inc., 25 Technology Park/Atlanta, Norcross, GA 30092. 1979. Un-numbered. Free. This booklet describes applications of industrial engineering. The demand for industrial engineers is said to be growing faster than the supply. It is stressed that adequate preparation at the high school level for engineering education is essential.

Is Graphics Arts the Career for You? Graphic Arts Technical Center, 4615 Forbes Avenue, Pittsburgh, PA 15213. 1979. 9 pp. Free. Directed to the high school student, this brochure describes interests and aptitudes important to success in graphic arts. It urges students to obtain further information from counselors and those working in the field.

Mathematics Teaching as a Career. National Council of Teachers of Mathematics, 1906 Association Drive, Reston, VA 22091. 1979. Un-numbered. Free. This leaflet describes satisfactions, duties, and working conditions of a mathematics teacher. It also gives information on training, salary, and opportunities. A brief list of sources for further information is included.

Occupational Therapists Who Help Older People. U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. 1979. 17 pp. Free. This pamphlet describes the work of occupational therapists in general and those working with the elderly in particular. Most occupational therapists who serve the elderly work in nursing homes, retirement communities, or senior citizen centers. Entrance requirements are noted. Included also is a brief description of treatment for one geriatric patient and a description of his therapist's background.

Opportunities Unlimited. National Forest Products Association, 1619 Massachusetts Ave., N.W., Washington, DC 20036. 1978. 15 pp. Free. Careers in forest products (lumber, furniture, pulp and paper), as well as forest management, research, and teaching are described. The booklet also gives advice on choosing a career and a college. Its supplement, *Schools and Colleges,* has an alphabetical listing of those schools giving suitable training.

Planning a Career in Chiropractic. The American Chiropractic Association, 2200 Grand Avenue, Des Moines, IA 50312. 1979. 19 pp. Free. This booklet urges young people to consider health care careers as chiropractors. It stresses the growing acceptance of the field and describes work of the general practitioner, specialist, and researcher. Advice is given on college preparation, including a description of the standard chiropractic curriculum.

Police Careers For Women. Diane P. Muro. Julian Messner, 1230 Avenue of the Americas. New York, NY 10020. 1979. 189 pp. $7.79. Opportunities for women in the field of law enforcement are described. Answers to questions most frequently asked about this career are provided in chapters dealing with the daily work of a police officer; physical, emotional, intellectual, and moral considerations; preparing for a police career; applying for the job; opportunities at the city, county, state and federal levels. Numerous photographs of women on the job are included.

Public Accounting as a Career for You. National Society of Public Accountants, 1717 Pennsylvania Ave., N.W., Washington, DC 20006. 1979. 6 pp. Free. The history and rapid growth of accounting, as well as the services a public accountant performs are described in this pamphlet. Necessary personal characteristics, educational requirements, expected income and opportunities for advancement are also noted.

Secretarial Career Kit. The National Secretaries Association, 2440 Pershing Rd., Kansas City, MO 64108. 1979. Un-numbered. $3. Kit includes a variety of information on opportunities in a secretarial career. A copy of *The Secretary*, a monthly magazine, is included, as is information on the Future Secretaries Association, and the Certified Professional Secretary Examination.

So You Are in Consumer Finance. National Consumer Finance Association, 1000 16th St., N.W., Washington, DC 20036. 1979. Un-numbered. Sample copy free. This booklet describes the consumer finance industry. Different types of credit are discussed, as well as what determines a finance charge and what the industry feels it has to offer the prospective job applicant.

Social Worker In Mental Health, The. (Revised). Mental Health Association, 1800 North Kent St., Arlington, VA 22209. 1978. Un-numbered. Free. This leaflet contains training requirements and a detailed job description of the social worker. The social worker's role as mediator between the patient and his/her psychiatrist, hospital, family and community is stressed, as is the growing need for more professionals in this field.

United Way Career, A. United Way of America, 801 N. Fairfax St., Alexandria, VA 22314. 1978. 9 pp. Free. This pamphlet describes careers available in united fund raising and community service: community planning, budgeting and agency relations, fund raising, communications, and management. It lists the qualifications for such work. An accompanying leaflet describes the United Way Intern Program.

What About Banking? American Bankers Association, 1120 Connecticut Ave., N.W., Washington, DC 20036. 1979. Un-numbered. Free. This leaflet discusses the diversity to be found in banking positions, qualifications, salary, employment conditions and outlook.

What is a Church Occupation? John William Zehring. National Council of Churches in Christ in the U.S.A., 475 Riverside Drive, New York, NY 10027. 1978. Un-numbered. Free. This pamphlet defines a church occupation as employment by an organizational structure of the church. It may be pastoral, musical, educational, administrative, or custodial. This material is addressed to those for whom association with a religious organization is as equally important as the kind of work they do. Suggestions for supplemental reading are included.

Where Shall I Go to College to Study Advertising? Donald G. Hileman and Billy I. Ross. Advertising Education Publications, 3429 Fifty-fifth Street, Lubbock, TX 79413. 1979. Un-numbered. $1. A listing is offered of advertising training programs in United States colleges and universities. They fall into two main groupings: those in journalism schools and those in business schools. Information is included on specific degrees available, on financial aid, and on entrance requirements.

Women & Health Careers: A Guide for Career Exploration. Sheryl Burt Ruzek (Ed.). The Program on Women, Northwestern University, 1902 Sheridan Rd., Evanston, IL 60201. 1978. 149 pp. $8. This guide gives information on traditional and newly emerging health occupations and professions for women. It provides a general description of each group of careers, followed by educational requirements, expenses, plus information on employment and mobility, entry and reentry, and career contingencies. Also included are sources of further information, specific details on each career, and strategies for career development.

Women on the Job: Careers In Broadcasting. (Revised). American Women in Radio and Television, Inc., 1321 Connecticut Ave., N.W., Washington, DC 20036. 1979. 26 pp. Free. Booklet contains numerous descriptions of jobs in broadcasting, including administration, art, engineering, legal, news, personnel, production, programming, promotion and sales. A list of colleges offering degrees in broadcasting is included.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

About Phobias: An Open Family Book For Parents And Children Together. Sara Bonnett Stein. Photographs by Erika Stone. Walker and Company, 720 Fifth Avenue, New York, NY 10019. 1979. 47 pp. $6.95. This book of photographs, with large-print text for children, small-print text for parents, explains the onset of a phobia in a four-year old girl in terms of Oedipal conflicts. Her parents deal with Susie's sudden fear of dogs by accepting and understanding her varied expressions of feeling, as well as offering protection and reassurance.

Adoption Triangle, The: The Effects of the Sealed Record on Adoptees, Birth Parents, and Adoptive Parents. Arthur D. Sorosky, Annette Baran, Reuben Pannor. Anchor Press/Doubleday, Garden City, New York 11530. 1979. 270 pp. $3.95. This research study investigated feelings and attitudes of birth parents years after their children were relinquished for adoption. Also included is a study of the adoptee, extending from his/her search to the reunion with birth parents. The appendix includes a listing of adoption activist groups.

Boss Lady. Jo Foxworth. Warner Books, P.O. Box 690, New York, NY 10019. 1978. 256 pp. $2.50. The president of her own New York advertising agency gives advice to women who have set their sights high in the world of business. Writing in a humorous and colloquial manner, Foxworth offers practical solutions out of her own experience for many of the difficulties that confront working women. Topics range from self-motivation and packaging to office tactics and pitfalls. Particular attention is given to the problems of co-existence with male workers.

Care of Twin Children, The: A Common-Sense Guide for Parents. Rosemary T. Theroux, Josephine F. Tingley. The Center for Study of Multiple Gestation, Suite 463-5, 333 East Superior Street, Chicago, IL 60611. 1978. 119 pp. $6.95. The suggestions in this book are based on the authors' experiences with their own children and surveys of many other mothers of twins over a three year period. Included are specific suggestions on care and guidance of twins from infancy through teenage years. Specific topics include sibling rivalry, individual and family adjustments.

College Handbook 1979-80, The. (Seventeenth Edition). Maureen Matheson (Ed.). The College Board, Box 2815, Princeton, NJ 08541. 1979. 1679 pp. $9.95. Descriptions of 2,980 colleges are included in this handbook. Each listing includes information on curriculum, admissions, student life, annual expenditures, and financial aid available. A glossary of terms commonly used by colleges to describe their programs is also provided, as is an annotated bibliography of other books about college life.

College Survival Kit, The: 51 Survival Strategies. Irv Brechner. Bantam Books, Inc., 666 Fifth Ave., New York, NY 10019. 1979. 90 pp. $2.95. Brechner's purpose is to redirect negative study habits and attitudes acquired in high school toward productive, results-oriented techniques which will leave the student with enough free time to enjoy college life. Topics include note-taking, writing papers, studying for exams, organizing reading. Brechner includes advice on other aspects of college life as well: dormitory living, joining organizations, keeping your mind and body healthy.

Day Care Book, The. Grace Mitchell. Stein and Day, Briarcliff Manor, NY 10510. 1979. 239 pp. $10. This

book is addressed primarily to mothers and fathers in dual-career families. It represents ideas and opinions of Dr. Mitchell who has had 43 years of research and practice experience in day care and early childhood education. She discusses how to choose child care arrangements, important aspects of the physical environment, and the ideal partnership between home and care giver.

Family Secrets: The Experience of Emotional Crisis. Mel Roman and Sara Blackburn. Times Books, Three Park Ave., New York, NY 10016. 1979. 158 pp. $10.95. "Our society too often regards 'going crazy' as an event instead of a process, and severe family crisis as an unfortunate private matter confined to unlucky others. From . . . our private lives it is terribly common for us to turn unease about our own feelings into what we perceive as *disease* in the acts and feelings of others." From this viewpoint the authors show how "family secrets"—conflicts buried in past or present relationships—can erupt in emotional problems. They challenge the medical model of illness, offering instead an approach based on the insights of family therapy.

Fast Track: The Super Achievers and How They Make It to Early Success, Status and Power. Mary Alice Kellogg. McGraw-Hill Book Co., 1221 Ave. of the Americas, New York, NY 10020. 1978. 156 pp. $9.95. The rise of certain young people to the top of their professions, their psychological types and the key to their early successes are analyzed in this book. Kellogg describes the personalities of these super achievers showing what happens when youth, success and power are combined in these success-oriented young professionals.

Guide for Occupational Exploration. U.S. Department of Labor, Employment and Training Administration, Washington, DC 20214. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1979. 715 pp. $11. This guide groups thousands of occupations in the world of work by interests, and by ability and traits required for successful performance. Individuals may identify and explore those areas of work in which they have strong interest. The guide may also be used by counselors in assisting individuals in self-assessment and occupational choice.

Guide to Summer Camps and Summer Schools 1979-80. Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108. 1979. 445 pp. $12. This guide is an up-to-date survey of facilities and offerings of leading private camps and other specialized summer programs. A separate section lists summer programs in which special features are emphasized, such as tutoring, traveling, English for foreign students, wilderness camping, weight reduction, and programs for those with physical and mental handicaps.

Handbook of Private Schools, The: An Annual Descriptive Survey of Independent Education. (Sixtieth Edition). Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108. 1979. 1424 pp. $25. This survey includes over 1900 schools. A separate section lists schools offering special programs such as foreign travel/study, elementary boarding, and alternative off-campus study. Also included is a directory of summer academic programs and summer camps.

Human Relations and Your Career: A Guide to Interpersonal Skills. David W. Johnson. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1978. 385 pp. $12.95. Johnson provides an understanding of interpersonal skills needed on the job and some experiences which will help the reader to learn and practice these skills. The author emphasizes that the most important skills for job survival are those needed for cooperating with fellow employees. Skills discussed in depth are cooperating and leading; communicating; forming good relationships; making conflicts beneficial.

Intimate Partners: Hidden Patterns in Love Relationships. Clifford J. Sager and Bernice Hunt. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020. 1979. 194 pp. $8.95. Sager and Hunt define seven basic behavioral profiles, and the combinations of the profiles which underlie most couple relations: equal, romantic, parental, childlike, rational, companionate, and parallel. Readers are shown how to apply these profiles to explore and understand their own relationships. Couples may learn how to set aside superficial attitudes and discover underlying motives and expectations of each individual's behavior.

Keeping Your Cool Under Fire: Communicating Non-Defensively. Theodora Wells. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1980. 373 pp. $12.95. The author defines non-defensive communication as "the absence of threat, centering, taking responsibility for oneself, planning, taking risks and keeping control of oneself." Separate chapters discuss how defensive behavior is learned in childhood and perpetuated in the business world. Thirty real life situations show the reader how to recognize his or her own defensive reactions, how to define desired results in particular situations and generate options for gaining these results.

Licensure Requirements for Psychologists: USA and Canada. Frank G. Lahman. University of Evansville Press, Evansville, IN 47702. 1978. 650 pp. $12.95. This directory describes educational requirements, experience, application materials, examinations, fees, exemptions and restrictions. Material has been compiled from statutes and psychology board regulations.

Living With Fear: Understanding and Coping with Anxiety. Isaac M. Marks. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020. 1978. 302 pp. $9.95. A clinical psychiatrist explains behavioral treatment of phobias, obsessions, and sexual difficulties. He tells how to distinguish between normal and abnormal fears, discusses the latter in detail, and shows how they are treated by therapists. The last chapter gives suggestions for self-treatment by the desensitization method.

Make Up Your Mind! John D. Arnold. AMACOM, 135 West 50th St., New York, NY 10020. 1978. 210 pp. $12.50. A management consultant tells how to make small and large decisions more easily. He analyzes the decision-making process and sets out seven steps to follow. He then shows how this method can be applied to any type of decision in business and personal life, and in the formulation of lifetime goals.

Moving Up: How to Get High-Salaried Jobs. Eli Djeddah. Ten Speed Press. P.O. Box 7123, Berkeley, CA 94707. 1978. 178 pp. $4.95. This book suggests principles and rules of procedure which will lead to a successful job search without recourse to professional counselors. Using his experience as an employment counselor, Djeddah discusses resumes, twelve ways to find a job, the referral campaign, interview strategy, positive answers to tough questions, and the internal campaign. Ten sample resumes are included as guides.

1978-79 College Guide for Jewish Youth. (Revised Edition). S.N. Feingold, S.Z. Fishman, P.B. Aaronson (Eds.). B'nai B'rith Career and Counseling Services. Address on masthead. 1978. 190 pp. $6.95. Newly revised edition provides up-to-date information on leading colleges and universities in the U.S. and Canada. Part I describes major factors influencing college selection: location, environment, admission requirements, composition of student body, opportunities for financial assistance. In addition, items of specific concern to Jewish students are detailed. Part II contains a selected directory of colleges and universities listed by geographical area. Facts provided include general and Jewish enrollment figures, provisions for Kosher meals, nearby Jewish centers and synagogues, and courses available in Judaic studies. A selected bibliography and a wide variety of college photographs are included.

Nonverbal Communication For Business Success. Ken Cooper. AMACOM, 135 West 50th Street, New York, NY 10020. 1979. 214 pp. $12.95. This book applies results of research in nonverbal communication directly to the world of business. Included are checklists and explanations of nonverbal signals such as body location and body movements; and suggestions for interpreting gestures and developing effective voice. The author stresses that no single sign can be read accurately out of context of the entire communication process.

Not My Daughter: Facing Up to Adolescent Pregnancy. Katherine B. Oettinger. Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632. 1979. 184 pp. $8.95. This book is designed to help parents and others who work with adolescents understand, cope with, and prevent teenage pregnancy. The author assesses the personal options and alternatives, community supports and resources available to the pregnant adolescent and her family.

PATH: A Career Workbook for Liberal Arts Students. Howard E. Figler. Carroll Press, 43 Squantum St., Cranston, RI 02920. 1979. 128 pp. $6.75. This revised edition offers a comprehensive range of exercises to help students discover their own

work values and abilities. Exercises include: career fantasies, reality testing, influence of significant others, self-evaluation of abilities, peeves, and generating career ideas. Exercises can be adapted to the classroom, small-group or individual counseling at the college level.

Permanent Love: Practical Steps To A Lasting Relationship. Edward E. Ford, Steven Englund. Winston Press, 430 Oak Grove, Minneapolis, MN 55403. 1979. 147 pp. $4.95. In this book, subtitled "A reality therapy approach to caring," Ford and Englund reject both the current concept of emotionalized romantic love and the Total Woman approach. They emphasize four components in a genuine loving relationship: activity together; individual activity that develops strength in each partner; conversation that is honest communication; and working out difficulties through mutual confrontation and compromise. The final chapter carries these steps further into a religious context.

Pride of our People: The Stories of One Hundred Outstanding Jewish Men and Women. David C. Gross. Doubleday and Co., Inc., 245 Park Ave., New York, NY 10017. 1979. 420 pp. $14.95. One hundred Jewish individuals, including scientists, judges, musicians, diplomats, writers, rabbis, archaeologists, and resistance fighters are presented. Gross presents for his young readers tales of heroism, and rags-to-riches stories of immigrants who have risen to prominence in every field of human endeavor.

Radical Career Change: Life Beyond Work. David L. Krantz. The Free Press, Div. of Macmillan Publishing Co., Inc., 866 Third Ave., New York, NY 10022. 1978. 157 pp. $9.95. Krantz provides a critical analysis of those individuals who, having felt trapped by their work, have made a radical career change. He interviewed both formally and informally people who had made such a shift despite lowered status and lowered income. A broad range of former careers was represented, although predominantly professional and business. Each had a unique reason for career change; yet Krantz found that all shared a common set of core concerns.

Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges. (Forty-fourth Edition). Elizabeth H. Woellner. The University of Chicago Press, 5801 S. Ellis Ave., Chicago, IL 60637. 1979. 229 pp. $15. Information has been compiled in this directory to meet needs of students regarding certification requirements in the various states for teachers, counselors, librarians, and administrators. Recommendations of regional and national associations, and listings of sources of information regarding teacher applications in the U.S. are also included.

Runaway Teens: An American Tragedy. Arnold Madison. Elsevier/Nelson Books, 30 East 42nd St., New York, NY 10017. 1979. 143 pp. $6.95. This book is for all potential runaways, friends, and parents of potential runaways. Madison lists seven principal reasons why one million American children abandon their homes every year, including family disputes, trouble at school, and pregnancy. The author also discusses what the runaway finds "out there." A listing of runaway houses and hot-line numbers is provided.

Sacked! What to Do When You Lose Your Job. Dean B. Peskin. AMACOM, 135 West 50th St., New York, NY 10020. 1979. 177 pp. $12.95. The theme of this book is: Don't panic; plan. Peskin presents alternative ways of problem solving and ways to rebuild personal confidence and pride, tying together a workable rebuilding strategy for the future. Chapters are included on how to market oneself through the resume and the interview, as well as a separate postscript on problems facing women and minorities.

Second Marriage. Jonell H. Kirby. Accelerated Development, Inc., P.O. Box 667, Muncie, IN 47305. 1979. 184 pp. $8.95 plus $.50 postage and handling. Through case examples, the author presents the influence of external forces on second marriages. Specific topics include parenting and family life; divorce process and redefinition; being together as helpmates, playmates, or "checkmate." Activities for individuals and families are provided at the end of each chapter, including role playing, and identifying and understanding types of behavior.

Single Father's Handbook: A Guide for Separated and Divorced Fathers. Richard H. Gatley and David Koulack. Anchor Press/Doubleday, Garden City, NY 11530. 1979. 196 pp. $4.95. The authors share their experiences as separated fathers to provide prac-

tical solutions to problems that separated fathers often encounter. Topics include becoming a separated father; relationships with your former wife, your parents, your friends, your new companion; and father as "mother"—the evolution of a houseperson. This last section includes suggestions on feeding and taking care of children, and watching them grow.

Skills in Life/Career Planning. Karl Bartsch, Louise Sandmeyer. Brooks/Cole Publishing Co., Monterey, CA 93940. 1979. 184 pp. $5.95. This self-instructional text may be used by those who are in the process of formulating or reevaluating their life/career direction. Readers may progress at their own pace through units dealing with listening skills, identifying values, determining life-style, decision making skills, assertiveness and making sense out of career information. A series of exercises allows the reader to practice these skills.

Stopping Wife Abuse: A Guide to the Emotional, Psychological, and Legal Implications for the Abused Woman and Those Helping Her. Jennifer Baker Fleming. Anchor Press/Doubleday, Garden City, NY 11530. 1979. 532 pp. $8.95. This book is designed to provide professionals and paraprofessionals with information, skills and knowledge necessary to counsel battered women. Topics include: legislative change; the legal system; effect on children; couple counseling; working with both abuser and victim; guidelines for establishing shelter and support services; and an overview of the research on wife abuse. A separate section is addressed particularly to battered women, advising them of their options and rights. A list of programs providing services to battered women is also included.

Study Abroad: International Scholarships, International Courses. UNIPUB, 345 Park Ave., New York, NY 10010. 1978. 716 pp. $9.95. This UNESCO publication calls attention to those offers of financial aid and study programs which are open to a wide range of international applicants. Entries are presented in English, French and Spanish. Scholarships listed include all forms of financial or material aid for study abroad at the university level. Courses listed are formal study programs which are particularly appropriate for multi-national purposes.

What is a Man? What is a Woman? Morton Hunt. Farrar, Straus and Giroux. 19 Union Square West, New York, NY 10003. 1979. 167 pp. $8.95. Aimed at young people in search of their sexual identities, this book examines opposing statements about masculinity and femininity: which are true, and which are only propaganda and prejudice. Hunt examines personality traits, abilities and interests which he feels are innately male or female and those which are only customs, myths and fashions. He discusses also new models of masculinity and femininity and the ways in which these emerging roles fit into modern society.

Woman's Guide to Apprenticeship, A. U.S. Department of Labor, Women's Bureau, Washington, DC 20210. 1978. 24 pp. Free. This guide was prepared to inform women about the apprenticeship system and how it operates. Background information is provided on problems that women sometimes encounter in seeking apprenticeships. Also included is a description of the process of applying for apprenticeships.

Woman's Guide to Career Preparation, A: Scholarships, Grants & Loans. Ann J. Jawin. Anchor Press/Doubleday, Garden City, NY 11530. 1979. 355 pp. $5.95. Using her experience as education adviser for the National Organization for Women, Jawin provides vocational guidance for women, particularly those starting or changing a career in midlife. Counsel is given on self-analysis, testing, decision making and techniques for dealing with work-related problems. A section is devoted to a survey of various careers open to women, including educational opportunities and resources for financial aids from institutions, federal government, and from business and professional organizations.

Working Mother's Complete Handbook, The. Gloria Norris and JoAnn Miller. E.P. Dutton, 2 Park Ave., New York, NY 10016. 1979. 304 pp. $12.95. Interviews with over 150 women throughout the country provided material for this handbook. Also consulted were the latest studies on child care, effects of surrogate mothers, and day care. Norris and Miller examine historic changes in the institution of mothering and ways in which women sharing their problems can help each other be good mothers and have successful careers at the same time. Practical suggestions are provided in the areas of childcare, pacing your career, and succeeding with yourself.

Working Smart: How to Accomplish More in Half the Time. Michael LeBoeuf. McGraw-Hill, 1221 Avenue of the Americas, New York, NY 10020. 1979. 232 pp. $8.95. This is a guide to increasing personal effectiveness. The author analyzes myths and attitudes that hinder action and offers simple techniques and psychological tips for both procrastinators and workaholics. He shows how to set present and long-range goals and allocate time accordingly, how to improve communication, and how to eliminate time-wasters.

You're Divorced, But Your Children Aren't. T. Roger Duncan and Darlene Duncan. Prentice-Hall, Inc., Englewood, NJ 07632. 1979. 236 pp. $10.95. The authors explore problems created by divorce and offer insights into dealing with those problems by identifying the crises and examining their aspects. Activities for self-evaluation are included as well as numerous suggestions for re-directing the stress of divorce into a positive force for improvement. Specific chapters discuss custody and visitation, successful parenting, confronting the legal system, and the kidnapping parent.

GUIDANCE ADMINISTRATION AND PROCEDURES

Adolescent Passage, The: Developmental Issues. Peter Blos. International Universities Press, Inc., 315 Fifth Ave., New York, NY 10016. 1979. 521 pp. $24.95. Having devoted the last 40 years to the study of adolescence, Blos has compiled his research in this volume. He divides his work into six parts: the mutual influence of the adolescent and his environment; the normative stages of male and female adolescence; acting out and delinquency; developmental approach to psychic structure formation; the body image and its relation to normal and pathological functioning; and a summary of contributions to the psychoanalytic theory of adolescence.

Affirmative Action and the Woman Worker. Jennie Farley. American Management Associations, 135 West 50th St., New York, NY 10020. 1979. 225 pp. $14.95. The author analyzes impact of equal opportunity legislation on personnel practices affecting women in American work organizations. Assistance is offered to those responsible for implementation of affirmative action programs, discussing personnel functions of recruitment, selection, and training and showing how the policy applies to each. Examples of successful and unsuccessful programs are used to illustrate methods of implementation.

Assertion Training: A Facilitator's Guide. Colleen Kelley. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1979. 382 pp. $13.50. This text is written for group facilitators or trainers who want to teach their clients to express themselves without violating their own rights or those of others involved. In Part I, ten assertion skill components are presented. Part II presents three assessment forms designed to be used in the skill-component sequence. The final sections of the book offer sample designs for assertion training events, readings on professional issues, and resources for training.

Birth Order, Family Size, and Sibling Spacing as Influences on Intelligence and Academic Abilities of Jewish Adolescents. Julius S. Romanoff. S. Norman Feingold (Ed.). B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 22 pp. $2. This study raises several questions on effects of family variables on learning. Hypotheses are presented to explain failure of sample to support birth-order theories. Need for family stability as a facilitating factor in child's learning seems to be supported by findings.

Career Development: Designing Our Career Machines. David V. Tiedeman. Carroll Press, 43 Squantum St., Cranston, RI 02920. 1979. 236 pp. $9.95. Tiedeman describes the computer-based Information System for Vocational Decisions (ISVD). The major objective of the ISVD is to improve vocational decision-making in a program which links person, computer, and counselor. Specific topics include: Getting a guidance machine to understand English; Can a machine counsel? Can a machine educate? Can a machine create a person?

Changing Places: Men and Women in Transitional Occupations. Carol Tropp Schreiber. The MIT Press, 28 Carleton St., Cambridge, MA 02142. 1979. 244 pp. $15. How do men and women who have made a change to sex atypical jobs compare with those who hold jobs traditionally associated with their sex? The author's assumptions are based on a series of inter-

views and questionnaires of study and control groups in an organization. Motives, feelings about their jobs, initial and current experiences are discussed, as are differences and similarities between men's and women's experiences.

Counseling Process and Procedures. James C. Hansen. MacMillan Publishing Co., Inc., 866 Third Ave., New York, NY 10022. 1978. 501 pp. $9.95. This anthology presents materials illustrating established methods and concepts that counselors can use during their interactions with clients. Readings are divided into the major areas of counseling process and procedures, including strategies; communication; diagnosis; values, ethics and legalities; and evaluation and accountability.

Counseling Strategies and Objectives. (Second Edition). Harold Hackney, L. Sherilyn Cormier. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 168 pp. $10.95. This book is intended for counselor-trainees who are about to begin their first contacts with clients in a practicum or field experience. The programmed format of the first edition has been eliminated; in its place are questions at the end of each chapter that encourage the learner to relate to other experiences. No particular counseling theory is espoused; Hackney and Cormier have drawn on basic elements common to different approaches. Emphasis is on relationships, communication processes, and counselor alternatives.

Counselor and Suicidal Crisis, The. John Hipple, Peter Cimbolic. Charles C. Thomas, 301-327 East Lawrence Ave., Springfield, IL 62717. 1979. 119 pp. $9.75. Mental health practitioners who deal with suicidal clients may find this text helpful in its practical approach. Methods of intervening in the suicidal process are outlined, including contracts to stay alive and get well; significant others who may be helpful in the process; use of the telephone in treatment; and medical and chemotherapeutic intervention.

Counselor's Check-Up List. (Revised). S. Norman Feingold and Susan L. Brown. B'nai B'rith Career and Counseling Services. Address on masthead. 1978. 12 pp. $? Newly revised edition lists 303 ideas, techniques, directories, and references under 16 different topic headings. Categories include listings of publishers of guidance-related materials, government agencies providing relevant information and services, lists of sources of free or inexpensive career literature. Also included are lists of placement aids, educational directories, college admissions and financial aid resources. Booklet is designed for use in counselor education, as well as for the practicing counselor who wants to keep up-to-date on new ideas and techniques.

Diagnosis and Treatment of Underachievement, The. Michael Goodstein. B'nai B'rith Career and Counseling Services, address on masthead. 1979. 8 pp. $2. Dr. Goodstein focuses this discussion on academic underachievement, including differential diagnosis and treatment strategies. He cites numerous research studies and stresses their implications for counselors. Particular emphasis is given to a series of studies conducted at Illinois Institute of Technology designed to identify various pathologies related to underachievement.

Entering the World of Work. Grady Kimbrell, Ben S. Vineyard. McKnight Publishing Co., Bloomington, IL 61701. 1978. 301 pp. $9.96. This text is designed to help high school students prepare themselves to obtain and hold a job. Students are shown how to develop social skills that are acceptable at work. Such skills as locating and applying for a job, interviewing, getting along with your employer and co-workers are emphasized. Also addressed is the necessity of understanding oneself, the importance of personal health and safety, and the responsibilities of everyday living.

Helping Relationship, The: Process and Skills. Lawrence M. Brammer. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 182 pp. $10.95. Written mainly for nonspecialists, this book focuses on helping normal individuals function at a higher level. Brammer concentrates on the helper's task of becoming a more aware and effective person. Topics include: characteristics of helpers; the helping process; helping skills for understanding, for comfort and for crisis utilization; and for positive action and behavior change. Exercises for learning desensitization and other skills are also included.

Human Relations: A Job Oriented Approach. Andrew J. DuBrin. Reston Publishing Co., Inc., 11480

Sunset Hills Rd., Reston, VA 22070. 1978. 354 pp. $13.95. Target audiences for this book are students of human relations at the college level and participants in supervisory and management training courses. Traditional topics are included, plus a range of newer topics such as job stress, job politics, coping with a bureaucracy, assertiveness training and managing your career. All concepts presented are illustrated with examples to show how they can be used to enhance effectiveness.

Improving Middle School Guidance: Practical Procedures for Counselors, Teachers, and Administrators. Martin L. Stanton, Blossom S. Nissman. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1979. 296 pp. $14.95. The authors present their perceptions of the guidance role within the middle school concept. They stress a new concept called a Human Development Center, a series of clustered services involving curriculum, community contacts, communication, counseling, crisis, professional growth, assessment, and career choice.

Interviewing Strategies for Helpers: A Guide to Assessment, Treatment and Evaluation. William H. Cormier, L. Sherilyn Cormier. Brooks/Cole Publishing Co., Monterey, CA 93940. 1979. 557 pp. $19.95. This text describes and models a variety of skills that may be used by helpers within the context of a helping interview. Part one describes verbal and non-verbal behaviors that may be used in the assessment stage of helping. A number of treatment strategies to facilitate client action and behavior change are presented in part two. Chapters which illustrate procedures for conducting process and outcome evaluations of helping are also included.

Introduction To Mental Health: Field and Practice. Milton G. Thackeray, Rex A. Skidmore, O. William Farley. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 296 pp. $11.95. This text is written for undergraduate students as well as volunteers who have an interest in the mental health field. Problems of mental health are defined and illustrated. A separate section discusses comprehensive mental health centers, as well as the importance of prevention. Also included is an innovative practice model which conceptualizes major forces that shape human behavior.

Life Span Development. Jeffrey S. Turner, Donald B. Helms. W.B. Saunders Company, West Washington Square, Philadelphia, PA 19105. 1979. 541 pp. $16.95. This developmental psychology text focuses on growth, maturation and learning of the human being from conception to death. The authors investigate issues such as: what causes people to behave the way they do; prediction of behavior; how psychologists study behavior; effects of childhood experiences on adult behavior; and how biological, personal and social forces affect an individual during the adult years.

Marriage and the Family. Carlfred B. Broderick. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 438 pp. $13.95. This text, intended for college courses on marriage and the family, is organized around the human life cycle. Chapters are included on areas central to the maintenance of a relationship: communication and coping with problems. There are also chapters on sex and gender, assuring a sexual identity, and mate selection. A major portion of the book deals with problems and decisions through the life cycle such as early marriage, having and rearing children, dealing with crises, and coping with the outside world.

National Directory of Children and Youth Services '79: The Reference Handbook for Professionals. CPR Directory Services Co., 1301 20th St., N.W., Washington, DC 20036. 1979. 538 pp. $39 postpaid. This is a detailed guide to social, health and juvenile services available in all the states, counties, and major cities of the United States. Part I provides a picture of how services are administered, state by state, county by county. There is a summary of how public social services, health and mental health services, and juvenile justice programs operate. Included are names, addresses and telephone numbers of program administrators. Part II contains a series of reference guides to federal child and youth programs.

National Directory of Women's Employment Programs: Who They Are; What They Do. Wider Opportunities for Women, Inc., 1649 K St., N.W., Washington, DC 20006. 1979. Un-numbered. $7.50. This directory offers detailed descriptions of 140 women's employment programs throughout the U.S. Each listing includes who they are, whom they serve,

how they are funded, services offered, and what they publish. This information may be a useful reference for counselors and resource centers to assist women seeking employment.

On Becoming a Whole Person - The Integration of Work, Leisure, and Life Style in the Jewish Tradition. Harold White. B'nai B'rith Career and Counseling Services, address on masthead. 1979. 8 pp. $2. Rabbi White, Jewish Chaplain at Georgetown University, discusses functions of a campus minister in career counseling and development of meaningful life patterns. He stresses the goal of having students become more aware of relationships between their inner lives and their professional aspirations. As background material for this discussion, Rabbi White turns to Jewish sources, including the Talmud and classic works of Kabbalistic literature.

One-Parent Family, The: Perspectives and Annotated Bibliography. (Fourth Edition). Benjamin Schlesinger. University of Toronto Press, 33 East Tupper St., Buffalo, NY 14203. 1979. 224 pp. $12.50. In six essays the author deals with motherless and fatherless families, widowhood, divorce and children, unmarried mothers, and single-parent adoption, seeing these as aspects of the family cycle. The second half of the book is a bibliography of pertinent materials, a list of publishers' addresses, an index of authors, and an annotated bibliography for children in one-parent families.

Personal Awareness: A Psychology of Adjustment. (Second Edition). Richard G. Warga. Houghton Mifflin Co., 2 Park St., Boston, MA 02107. 1979. 554 pp. $11.50. This text offers an exploratory course in personally applied psychology, from both preventive and corrective viewpoints. In this revised edition, Warga has added a chapter on love and expanded a section on attitudes toward death and dying. After each unit, he has included articles by other writers to give students a feeling of what others have to say about certain topics and to stimulate students to read contemporary literature. Major topics include motivation, social interaction, hassles in the family, the psychology of work, and the dynamics of prejudice.

Placebo Effect in Healing, The. Michael Jospe. Lexington Books, D.C. Heath and Company, Lexington, MA 02173. 1978. 170 pp. $15.95. A reference work on the placebo, this book studies the phenomenon that "any treatment effort, no matter how small, may produce at least some response that cannot be attributed to the specific independent variable(s) under consideration . . . ." The author examines this effect from a number of perspectives, reviews the literature, and draws parallels between "primitive" and "scientific" therapies.

Psychological Testing and Assessment (Third Edition). Lewis R. Aiken. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1979. 356 pp. $16.95. Designed primarily for college students, this text may also serve as a sourcebook for psychologists, educators and others concerned with testing. Part I deals with background and methodology of testing. Parts II and III are concerned with cognitive and affective assessment. Descriptions of several of the best instruments in each category of tests are given. Special features of the book include sections on test construction, accountability, performance contracting, and clinical interpretation and reporting of test results.

Sensitivity to Nonverbal Communication: The PONS Test. Robert Rosenthal *et al.* The Johns Hopkins University Press, Baltimore, MD 21218. 1979. 407 pp. $20. Results of a research program on nonverbal communication are reported in this volume. This program studied the ability to understand or decode nonverbal cues transmitted by facial expressions, body movements, and tones of voice. An instrument was developed for assessing such channels of expression: the Profile of Nonverbal Sensitivity (PONS). Practitioners in education, medicine, counseling, management and others who can gain from a better understanding of interpersonal relationships may find this book helpful.

Short Course in Adolescent Psychiatry, The. Joseph R. Novello (Ed.). Brunner/Mazel, Inc., 19 Union Square, New York, NY 10003. 1979. 274 pp. $15. This book serves as an introduction to the specialized field of adolescent psychiatry for those mental health professionals working with adolescents and their families. Contributors to the text discuss adolescent development, evaluation and diagnosis and treatment. Specific topics include use of

psychotropic medication, day hospital treatment, psychological testing, and individual and group therapy with adolescents.

Students Helping Students: A Training Manual for Peer Helpers on the College Campus. Steven C. Ender, Sue Saunders McCaffrey, Theodore K. Miller. Student Development Associates, 110 Crestwood Drive, Athens, GA 30605. 1979. 143 pp. $5. The authors have developed a training program that utilizes the power of the peer group to influence the growth and development of college students. This manual is designed to train these student peer helpers, giving them basic skills, helping them to identify their own strengths and weaknesses, and to integrate their knowledge into their daily lives.

Supervisory Experience, The. Robert Langs. Jason Aronson, Inc., 111 Eighth Ave., New York, NY 10011. 1979. 470 pp. $25. This volume investigates and defines the supervisory bipersonal field, its conscious and unconscious transactions, and extends these insights into the daily practice of self-supervision. Part one delineates framework of the supervisory situation and a consideration of the supervisor's countertransferences, as well as such special problems as supervisory and therapeutic crises. Other chapters in the text offer a basic strategy for supervision and self-supervision, which the author considers to be a greatly neglected subject.

Test Construction for Training Evaluation. Charles C. Denova. Van Nostrand Reinhold Co., 135 W. 50th St., New York, NY 10020. 1979. 118 pp. $14.95. Denova provides suggestions for those who use testing in business or industrial activities. He discusses the need for testing, construction of different types of tests, criteria for good test items, use of tests, and steps in good test administration. The evaluation of training is seen as a most definite necessity in order to determine trainee changes of behavior and the effectiveness of methods of instruction.

They Lived Happily Ever After: A Book About Achieving Happy Endings In Coupling. Leslie Cameron-Bandler. Meta Publications, Cupertino, CA 95014. 1978. 203 pp. $8.95. A teacher of techniques of personal change describes innovative procedures that are compatible with any psychotherapeutic method. In Part I the author discusses the structure of experience and the necessity of bridging form and content; Part II describes techniques for gathering information and utilizing it; Part III tells how to move the client from one condition to another more desirable to him. The last part of the book describes "futurepacing," a way of anchoring changes to daily life, and what she calls the Meta-model, a technique for reconnecting language to experience.

Time For New Ways in Careers and Employment. S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead. 1979. 12 pp. $2. Present employment conditions and trends are outlined in this paper, stressing in particular problems faced by today's youth. Practical solutions for lowering the rate of high youth unemployment are presented, including many examples of job training and job placement programs which have already proven to be successful. A selected bibliography is included.

Work Family Roles and Support Systems. Susan Golden (Ed.) The University of Michigan Center for Continuing Education of Women, Ann Arbor, MI 48109. 1978. 136 pp. $3. This volume represents research papers given at a 1978 conference sponsored by the Center for Continuing Education of Women. The papers examine internal factors influencing women's life goals, racial and class differences in why women work, wage differences, and differences in values and social competence across the lifespan. Implications for future research are also discussed.

STUDENT AIDS

Amelia Earhart Fellowship Awards. Zonta International, 35 East Wacker Dr., Chicago, IL 60601. 1979. Un-numbered. Free. Awards are offered annually to women for graduate study in aerospace-related sciences and engineering. Qualifications for the awards are outlined. Biographical data of recent recipients are included.

CIC Minorities Fellowships Program in the Social Sciences. Kirkwood Hall 111, Indiana University, Bloomington, IN 47405. 1979. Un-numbered. Free. Program is designed to increase representation of various minority groups among those who hold

Ph.D. degrees in the basic social science disciplines. Recipients may use awards at any of the 11 CIC universities, all located in the upper midwest. Conditions and amounts of awards, as well as application procedures are outlined.

College Costs Today. New York Life Insurance Company, 51 Madison Avenue, New York, NY 10010. 1978. Un-numbered. Free. This booklet is designed to help parents and students prepare a realistic estimate of basic college costs. It shows yearly tuition, standard fees, and room and board charges for more than 1,000 colleges and universities in the United States.

Don't Miss Out: The Ambitious Student's Guide to Scholarships and Loans. (Fourth Edition, 1979-80). Robert Leider Octameron Associates, P.O. Box 3437, Alexandria, VA 22302. 1979. 32 pp. $2.00. This guide is designed to explain financial aid to the student and/or parent, match personal situations with financial aid sources, and suggest major strategies for obtaining such aid. Charts, tables, time organizers and ways to formulate a logical plan of action are included.

Fellowships for Advanced Study in Latin America. Henry L. and Grace Doherty Charitable Foundation, Inc., 240 East Pyne, Princeton University, Princeton, NJ 08540. 1979. 24 pp. Free. Doherty Fellows carry out field research in Latin America for 12 months on stipends calculated on need, currently varying between $5,500 and $7,500. Details on selection process are included.

Gadney's Guide to 1800 International Contests, Festivals and Grants in Film and Video, Photography, TV-Radio Broadcasting, Writing, Poetry, Playwriting and Journalism. Alan Gadney. Festival Publications, P.O. Box 10180, Glendale, CA 91209. 1978. 578 pp. $15.95. Guide lists sources for those who wish to enter their work in contests and other competitions, and/or apply for grants, loans or other financial aids. Current addresses, deadlines, entry requirements, and purpose of each event are included.

Grants-in-Aid of Research. Sigma Xi National Headquarters, 345 Whitney Ave., New Haven, CT 06511. 1979. Un-numbered. Free. Research awards are made to support scientific investigation in any field. Awards are made in amounts ranging from $100 to $1000. Priority is usually given to applicants who are in an early stage of their scientific careers.

Guide to the Literature of Student Financial Aid. Jerry S. Davis, William D. VanDusen. College Board Publication Orders, Box 2815, Princeton, NJ 08541. 1979. 166 pp. $7. This annotated bibliography is intended as a source book for students, administrators, educators and policymakers. References are organized into seven major categories including sources of program information; financial aid administration, management, and problems; federal and state issues and problems in student aid; and research on financial aid.

International College of Surgeons Undergraduate Scholarship, 1516 North Lake Shore Drive, Chicago, IL 60610. 1979. Un-numbered. Free. Scholarship encourages qualified third year medical students to broaden their experience in the field of surgery through study in a foreign country. The award enables such students to complete approximately three months of supervised study outside of the U.S. Qualifications, required documents and terms of the award are described.

Nurses' Educational Funds, Inc., 10 Columbus Circle, New York, NY 10019. 1978. Un-numbered. Free. Scholarships are awarded to registered nurses for advanced study in nursing (beyond basic course work that leads to becoming a registered nurse). Awards are made for at least one full academic year. Application forms are included in the information packet.

OHRO Digest: Health Career Opportunity Grants for the Disadvantaged. Office of Health Resources Opportunity, Health Resources Administration, Department of Health, Education and Welfare, 3700 East-West Hwy., Hyattsville, MD 20782. 1978. 43 pp. Free. Brief summaries are included of each active project in the Health Career Opportunity Grant Program. Summaries specify the target health discipline and population, primary objectives and major activities, educational level of participants, project period and amount of award.

Profession With a Purpose: General Information Regarding Scholarships and Loans in Preparation for Jewish Community Center Work. Jewish

Welfare Board, 15 East 26th St., New York, NY 10010. 1979. 4 pp. Free. JWB offers a scholarship program to prospective Jewish community center workers who plan to pursue graduate work in social work, cultural arts, adult education, early childhood education, health and physical education, and in Jewish communal service. Scholarships are also available to undergraduate students majoring in health and physical education. Details on conditions of grants and application procedures are included.

Research Awards at the Huntington Library. Huntington Library and Art Gallery, San Marino, CA. 91108. 1979. Un-numbered. Free. Applications are accepted from scholars for awards (minimum $600 per month) to help them carry on research in the collections of this institution. Application procedures are described.

Scholarship Programs of Motor Carrier Companies and Associations. American Trucking Associations, Inc., 1616 P St., N.W., Washington, DC 20036. 1979. 12 pp. Free. This is a listing of scholarship programs and other aids to education provided by motor carrier companies and associations. Scholarships available only to children of employees are listed separately.

Scholarships and Fellowships Guide. Natural Sciences and Engineering Research Council, Ottawa, Ontario, KIA OR6. 1979. 35 pp. Free. Postgraduate awards to assist graduate students in such fields as agriculture, biology, chemistry, mathematics, engineering and psychology are offered. Canadian citizens and landed immigrants residing in Canada are eligible to apply. Application procedures and selection criteria are discussed.

Smithsonian Opportunities for Research and Study in History, Art, Science. Office of Fellowships and Grants, Smithsonian Institution, Washington, DC 20560. 1979. 152 pp. Free. Information is provided for individuals, institutions and organizations interested in the Smithsonian's academic programs. Application procedures for visiting research and study appointments are outlined

Society of Daughters of the United States Army Scholarships. Scholarship Chairman, D.U.S.A., 3403 Rolling Court, Chevy Chase, MD 20015. Scholarships are awarded annually to individuals whose mother or father is a deceased or retired Army officer. Scholarship (maximum $500 a year) may be used for tuition or other expenses connected with college or vocational school. Applicants should apply prior to March 31st.

Society of Exploration Geophysicists Foundation, P.O. Box 3098, Tulsa, OK 74101. 1979. Unnumbered. Free. Students who intend to pursue a college course directed toward a career in exploration geophysics may be eligible for this scholarship. Requirements for filing applications are included with the application blank.

Whitney M. Young, Jr. Academic and Intern Fellowship Program, 100 Park Ave., New York, NY 10017. 1979. 7 pp. Free. Brochure describes types of fellowships offered, specific criteria for selection, stipends, and application requirements. Fellowships are designed for those committed to improving human conditions of minorities and the poor.

AIDS FOR THE TEACHER

Building Motivation in the Classroom. Robert C. Hawley, Isabel L. Hawley. ERA Press, Box 767, Amherst, MA 01002. 1979. 108 pp. $9.95. A structured approach to improving student achievement is detailed. The authors cover both the theoretical background and the practical application of their Comprehensive Motivation Planning Cycle. Included are over 100 specific suggestions for establishing a positive learning climate, setting direction, accomplishing tasks, and evaluating progress.

Consultation: Strategy for Improving Education. Duane Brown *et al.* Allyn and Bacon, Inc., 470 Atlantic Avenue, Boston, MA 02210. 1979. 374 pp. $15.95. This book is designed to help the educator involve parents, students, teachers, and administrators in developing consultation skills. Strategies for consultation on individual instruction, curriculum planning, and special needs assessment of the student are included. Parent defensiveness and group versus individual consultation are discussed.

Curriculum Development in Vocational and Technical Education: Planning, Content, and Implementation. Curtis R. Finch, John R. Crunkilton. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1979. 306 pp. $16.50. Basic curriculum principles and strategies are presented that apply to several vocational service areas. Practical examples in specific areas are also included. Sections of the book deal with essentials of curriculum planning, establishing curriculum content, and implementing the curriculum. This last section deals directly with identification and selection of materials; a guide for developing them; and development of individual competency based instructional packages.

Dynamics of Human Relations in Vocational Education: The Development of Self-Confidence and a Sense of Mastery. Duane L. Blake. Carroll Press, 43 Squantum St., Cranston, RI 02920. 1979. 151 pp. $10. This text specifically seeks to help teachers and students increase their abilities to actively listen to other people; to comfortably express thoughts and feelings verbally; to understand how human thoughts, feelings and behaviors operate; and to develop self-confidence. Practical exercises in human relations are included.

Educators Guide to Free Audio and Video Materials. James L. Berger (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1979. 236 pp. $12.25. Guide lists 1,295 selected audiotapes, videotapes, scripts and audiodiscs which are free of cost to schools and libraries. Every item has been reviewed by the editors to be sure that the material provides authoritative, current information.

Elementary Teachers Guide to Free Curriculum Materials. Patricia Suttles and Kathleen Suttles Nehmer (Eds.). Educators Progress Service, Inc., 214 Center St., Randolph, WI 53956. 1979. 390 pp. $13.75. Guide provides up-to-date annotated listing of selected free maps, bulletins, pamphlets, exhibits, charts, magazines, and books which may be useful to elementary teachers. Over 50% of the material included is new. An additional feature is the inclusion of five sample teaching units using free materials.

Learning: Making Learning Environments More Effective. DeWayne J. Kurpius (Ed.). Accelerated Development, Inc., 2515 W. Jackson St., Muncie, IN 47305. 1978. 319 pp. $11.95. This book is concerned with alternative methods of improving the quality of the school learning environment. Each chapter presents a different set of factors which influence the creation of an effective learning environment, followed by ways of implementing plans for improvement. Content of the chapters is directed toward the classroom, the school, and the family.

Survival in the Classroom: Negotiating with Kids, Colleagues, and Bosses. Ernest R. House, Stephen D. Lapan. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1978. 283 pp. $8.95. House and Lapan address some of the most pressing concerns of the teacher's professional life—discipline, testing, salary negotiations, principals, parents, tenure. Suggestions of practical ways of dealing with these problems are provided. Other topics include how to get a teaching job, the power structure of a school, starting new programs, getting promoted and student rights.

Teaching School: Points Picked Up. Eric W. Johnson. National Association of Independent Schools, 4 Liberty Square, Boston, MA 02109. 1979. 219 pp. $8.95. For teachers new to the classroom, Johnson provides suggestions for good teaching while avoiding unnecessary pains and pitfalls along the way. He also provides some fresh ideas and new perspectives for those who are experienced and/or tired and discouraged. Sample topics include: planning a year, a unit, a class period; organizing people, the place and time; using published tests and making your own tests; reports to parents and students.

What Makes Learners Learn? Motivational Learning Theory in Home Study. S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead. 1979. 16 pp. $2. Author presents numerous concepts relating motivational learning theory to the goals of home study. He suggests more than 35 ways of translating these concepts into operational activities which may be used by home study educators and others involved in nontraditional learning experiences. Also included is a selected bibliography.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

ACT-SO: An Educational Handbook. NAACP, 1790 Broadway, New York, NY 10019. 1979. Unnumbered. Free. The Afro-Academic Cultural Technological Scientific Olympics (ACT-SO) program is sponsored by the NAACP for black youngsters who may receive proper recognition through competition in educational excellence. ACT-SO achievement centers located around the U.S. provide conducive learning environments. ACT-SO coaches are responsible for keeping a journal of students' progress on various projects in the areas of competition, i.e. arts and humanities, science, social science. Competition guidelines and eligibility requirements are described.

America-Israel Secondary School Program. Department of Education and Culture of the World Zionist Organization, 515 Park Ave., New York, NY 10022. 1979. Un-numbered. Free. Information is available on a variety of programs in Israel for American high school students. Financial aid for these programs is also described.

Aspiration-Job Match: Age Trends in a Large Nationally-Representative Sample of Young White Men. Linda S. Gottfredson. The Johns Hopkins University, Center for Social Organization of Schools, Baltimore, MD 21218. 1978. 24 pp. Free. This report examines the match between vocational aspirations and actual jobs of young men and older men in order to learn how people alter or reconcile aspirations and jobs during career development. Implications for changing strategies of vocational counseling and research are also discussed.

Counseling Resources 1980. American Personnel and Guidance Association, 5203 Leesburg Pike, Falls Church, VA 22041. 1979. 24 pp. Free. This catalog lists more than 200 books and films of interest to counselors and other members of the helping professions.

Eliminating Sex-Role Stereotyping in Vocational Education: Report on the Identification of Sex Biases in Vocational Education, Instructional Materials and Resources. Center for Women's Services, Western Michigan University, Kalamazoo, MI 49008. 1979. 18 pp. $1. This study determined the extent to which male and female students were exposed to sex-role stereotyping in instructional materials currently being used in Michigan high schools and vocational skill centers. Findings indicate that in half of the resources, sex-referenced language was associated with job titles, interests, attitudes or occupations.

Family Violence: The Well-Kept Secret. Melinda Longtain. Hogg Foundation for Mental Health, The University of Texas, Austin, TX 78712. 1979. 35 pp. Free. This pamphlet describes services at a shelter for battered women in Austin, Texas. Women and their children are offered temporary refuge and supplied with emotional and physical support. The community is provided with information and perspectives concerning the problem of woman-battering and household violence. Separate sections describe how to create a shelter, recognizing a battered woman, counseling, the hot-line and legal aid.

Flexitime: Where, When, and How? Pam Silverstein, Jozetta H. Srb. New York State School of Industrial and Labor Relations, Cornell University, Box 1000, Ithaca, NY 14853. 1979. 56 pp. $3.50. Pilot programs using flexitime in operation in private industry and in federal government agencies are reviewed. Study also focuses on planning and implementation of flexitime, effects of trade union issues, advantages and disadvantages as seen by employers, employees, and public policy makers.

Focus: Women—In Search of Equality. Leslie Aldridge Westoff. Educational Testing Service, FOCUS, 112 Thurstone Hall, Princeton, NJ 08541. 1979. 19 pp. Free. Westoff discusses women as the prime targets of stereotypical thinking, of preconceptions that can limit and determine self-image. She reports on ETS research which has included such topics as stereotypes in the behavior of parents toward infants; altering the environment of school children to avoid stereotypical behavior; and observation of high school women in avoidance of mathematics.

How to Apply For and Use Food Stamps. U.S. Department of Agriculture, Food and Nutrition Service, Washington, DC 20251. 1979. 13 pp. Free. Rules and procedures regarding food stamp program

are described. Rights and responsibilities of those using food stamps are also discussed.

Job Outlook in Brief. Occupational Outlook Quarterly. U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20210. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1978. 35 pp. $1.40. This reprint from the Spring 1978 Occupational Outlook Quarterly contains projections on demand for workers in more than 250 occupations. For each listing, it gives the estimated employment in 1976, average number of openings for each year between 1976-1985 and a summary of employment prospects in 1985.

List of Agencies with Information on College Credit Without Going to College. National Home Study Council, 1601 18th St., N.W., Washington, DC 20009. 1979. Un-numbered. Free. Sources of information on topics related to nontraditional education are listed. Free and/or inexpensive booklets, as well as books to be found in the public library, are included.

Nationally Recognized Accrediting Agencies and Associations. Department of Health, Education, and Welfare, Office of Education, Bureau of Higher and Continuing Education, Washington, DC 20202. 1978. 20 pp. Free. Current list of accrediting agencies and associations is provided. Criteria and procedures for listing by the U.S. Commissioner of Education are also discussed.

Project Areivim. World Union of Jewish Students, 247 Grays Inn Rd., London, England WC2, UK. 1979. Un-numbered. Free. Pamphlet describes a program which sends qualified individuals with Jewish backgrounds and some experience in community/education/social work to communities throughout the world in need of assistance. Requirements, benefits, and selection procedures are outlined.

Special Programs for Minorities and Women in Higher Education. Council for Financial Aid to Education, Inc., 680 Fifth Avenue, New York, NY 10019. 1978. 48 pp. $4. Information is provided on representative programs of help to minorities and women which are already under way. Programs at predominantly black and minority colleges, and women's colleges are discussed, as well as corporate grants, and specific affirmative action programs.

Study of Post-Bakke Admissions Policies in Medical, Dental and Law Schools Throughout the United States, A. Anti-Defamation League of B'nai B'rith, 823 United Nations Plaza, New York, NY 10017. 1979. 14 pp. Free. This study was undertaken to determine whether or not professional schools in the U.S. are in compliance with the *Bakke* decision. A summary of major findings is included.

Summer Jobs: Opportunities in the Federal Government. U.S. Office of Personnel Management, Washington, DC 20415. 1979. 24 pp. Free. This announcement provides information on jobs that Federal government agencies and departments listed expect to fill. Requirements and procedures for applying for these jobs are included. Jobs range from clerical to more specialized ones requiring a bachelor's degree or equivalent experience. Addresses of departments and agencies are included.

Work Evaluation and Adjustment: An Annotated Bibliography, 1978 Supplement. Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, Menomonie, WI 54751. 1979. Un-numbered. $1.50. This supplementary bibliography, which contains 151 entries, includes primarily the work evaluation and adjustment literature written in 1978. It serves as a reference to the literature, and as a catalog to the loan literature available from MDC to those eligible.

Your Rights When You're Young. Maxine Phillips. New Readers Press, Laubach Literacy International, Box 131, Syracuse, NY 13210. 1979. 96 pp. $2.25. This book, addressed to teens, discusses legal rights of young people in the family, in the community, in school, receiving medical care, and in the courts. The rights of emancipated minors are also presented. Appendices list state regulations on age of majority, age of required school attendance, and legal age for driving and buying alcohol.

ADULT EDUCATION AND THE AGING

Academia In Transition: Mid-Career Change or Early Retirement. Carl V. Patton. Abt Books, 55 Wheeler St., Cambridge, MA 02138. 1979. 212 pp. $19.50. Academics considering early retirement or mid-career change may find this book helpful. Recently adopted incentive programs for early retirement and mid-career change programs are discussed in depth, including: the dollar costs of changes, the human element, legal and administrative consequences, and the impact upon the age structure of university faculties.

Adult Years, The: An Introduction to Aging. Dorothy Rogers. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 482 pp. $14.95. Designed as a textbook for courses in adult psychology, this book deals with adults at three life stages: early, middle, and later adulthood. Discussion is included of controversial and significant issues such as marriage therapy, group marriage, nursing homes, and sustaining life by machines. Rogers attempts to show that the status of adults is not static, but fluid.

Age of Aging, The: A Reader in Social Gerontology. Abraham Monk (Ed.). Prometheus Books, 1203 Kensington Ave., Buffalo, NY 14215. 1979. 367 pp. $16.95. This book is a collection of essays on aging contributed by leading researchers in the field of gerontology. Contents of the chapters range from how aging is perceived to how it is interpreted. Topics include: understanding the processes of aging; the impact of increasing numbers of older people in America; comparing images with actual life styles; transitions and crises; existing social programs and suggested policy directions for the future.

Aspire, Don't Retire. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1978. 20 pp. $2. Retirement as a change to new status or as part of a developmental process is the subject of keynote address delivered at a Pre-Retirement Conference. Historical data on retirement are provided. Financial and psychological stresses, as well as positive and negative attitudes toward retirement are discussed. Important studies from recent literature on the aging are cited. A selected bibliography is included for further study.

Bibliography on Nontraditional Learning. Elizabeth W. Stone and Mary Baxter. Continuing Library Education Network and Exchange, 620 Michigan Ave., N.E., Washington, DC 20064. 1978. 63 pp. $3.50. This annotated bibliography attempts to give a comprehensive view of the educational revolution which has taken place in the 1970's in the area of non-traditional education. A wide variety of items are presented, with classic landmark works in the field marked as such. Some recent newsletters and other periodicals are also included.

Counseling The Aged: A Training Syllabus for Educators. Mary L. Ganikos (Ed.). American Personnel and Guidance Association, 5203 Leesburg Pike, Falls Church, VA 22041. 1979. 320 pp. $10. This syllabus provides materials to be used as a supplement to the general counselor education curriculum, offering information and guidelines for those training to become counselors of older people. The program is structured in modules, including counseling implications and strategies, concrete classroom activities, and suggested modes of assessment. Sample modules: demographic aspects of aging; psychosocial aspects; potential crisis situations; the role of the paraprofessional peer counselor.

Dimensions of Aging: Readings. Jon Hendricks, C. Davis Hendricks. Winthrop Publishers, Inc., 17 Dunster St., Cambridge, MA 02138. 1979. 394 pp. $9.95. This anthology offers a number of original readings which may be considered landmark contributions to the field. Sections of the book deal with historical and cross-cultural perspectives; physiological and health-related events; psychological dialectics; social negotiation of the life course; life after work; aging and the future.

Life After Youth: Female, Forty—What Next? Ruth Harriet Jacobs. Beacon Press, 25 Beacon St., Boston, MA 02108. 1979. 168 pp. $9.95. Jacobs uses a typology of older women based on her 1976 study of their lives and options. Each chapter discusses a different type of older woman, including the nurturer, careerist, seeker, doctorer, escapist, and advocate. These types are constructs for analytical purposes, charting the roles that serve as paramount identifications for large numbers of older women today. Jacobs hopes that through analysis of these roles, their dysfunctional aspects can be changed.

Moving On: Overcoming the Crisis of Widowhood. Mary Ellen Reese. Wyden Books; distributed by Simon and Schuster, Inc., 1230 Avenue of the Americas, New York, NY 10020. 1979. 179 pp. $8.95. The lives of four widows, all from different backgrounds and of different ages, are analyzed in this book to show their identical stages of adaptation to shock and grief. Research findings show that there are normal, predictable cycles that a widow passes through. Reese shows how the widow can find the materials to build a new life and opportunities for new growth.

National Guide to Credit Recommendations for Noncollegiate Courses, The. American Council on Education, Office on Educational Credit, One Dupont Circle, Washington, DC 20036. 1979. 207 pp. $12. Revised and expanded edition reports credit recommendations for approximately 1,000 courses offered by 80 organizations nationally, including business and industry, labor unions, government agencies and professional associations. It also includes recommendations for selected accredited correspondence courses.

Readings in Psychotherapy with Older People. Steven Steury, Marie L. Blank (Eds.). National Institute of Mental Health, Rockville, MD 20857. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1978. 233 pp. $4.25. This group of papers highlights utilization of psychotherapy as a method of enhancing the lives of troubled older persons. They may be helpful to those who, in delivering services, need to become more familiar with the dynamics of their clients' behaviors. Topics include: emotional problems of elderly people, myths and realities of clinical geriatrics, intensive psychotherapy for the hospitalized aged, and life review therapy.

Rights of Older Persons, The: Robert N. Brown with Clifford D. Allo, Alan D. Freeman, and Gordon W. Netzorg. Avon Books, 250 West 55th St., New York, NY 10019. 1979. 433 pp. $2.50. This guide sets forth the rights of the elderly under present law, using three main categories: the right to an adequate income in the form of financial benefits; the right to health care; and the right to freedom from restraints on life, liberty, and property. Information is provided on resources for those who feel their rights have been abused.

Teaching Undergraduate Courses In Adult Development and Aging. Irene M. Hulicka and Susan Krauss Whitbourne. Beech Hill Enterprises, Inc., Box 29, Mount Desert, ME 04660. 1979. 106 pp. $5.95. Suggestions on course planning in adult development and aging are presented. Information on course materials and resources is offered, including lists of text books, bibliographies of suggested readings and recommended journals. Also provided are suggestions for term papers, projects, role playing, and for designing and implementing field work.

Truth About Senility And How To Avoid It, The. Lawrence Galton. Thomas Y. Crowell, Publishers, 521 Fifth Ave., New York, NY 10017. 1979. 244 pp. $9.95. The author distinguishes between true senility, an irreversible condition far less common than generally supposed, and various impairments that are reversible and avoidable when properly diagnosed and treated. He details a variety of conditions, including impaired circulation, anemia, hypertension, depression, and the ways in which they may be remedied. A bibliography is included for further reading.

Until the Singing Stops: A Celebration of Life and Old Age In America. Don Gold. Holt, Rinehart and Winston, 383 Madison Ave., New York, NY 10017. 1979. 338 pp. $12.50. Vital older Americans talk about their lives and experiences of life itself; love, sex, marriage, professions, family, culture, travel and politics are discussed. They also discuss what it means to live with the approach of death.

Women of a Certain Age: The Midlife Search for Self. Lillian B. Rubin. Harper and Row, 10 East 53rd St., New York, NY 10022. 1979. 309 pp. $10.95. The problems, hazards, and opportunities facing women at midlife are examined, using the author's own experiences and those of other women. Issues discussed include ambivalent feelings when children leave home, decisions to return to work or to enter the world of work, discovering a new identity, and the quality of sexuality.

Your Second Life. Guy Gaer Luce. Delacourt Press/Seymour Lawrence, 2 Dag Hammarskjold Plaza, New York, NY 10017. 1979. 465 pp. $10.95. This book is based on the discoveries of a program called SAGE (Senior Actualization and Growth Ex-

plorations). Groups of older people explored their attitudes towards age and longevity, self-image, intimacy and sex in later life, sleep healing, and death. The program included instruction in relaxation techniques, autogenic training, limbering and strengthening exercises, use of art and music, nutritional awareness and meditation. Their experiences opened them up to a new sense of aliveness and unforeseen possibilities for their futures.

HANDICAPPED AND REHABILITATION COUNSELING

Alcoholism Counseling: Issues for An Emerging Profession. Stephen K. Valle. Charles C. Thomas, 301-327 East Lawrence Ave., Springfield, IL 62703. 1979. 167 pp. $13.75. Valle addresses topics that he feels are of imminent relevance to practitioners of alcoholism counseling and to the profession. Issues for the profession include credentialing, consumerism in counseling and a helping model for alcoholism counselors. Significant treatment issues, supervision, burn-out, and obstacles to effective counseling are other topics discussed.

Conference Proceedings of the Forum on Respite Care For the Developmentally Disabled. Maryland State Planning Council on Developmental Disabilities, 201 West Preston St., Baltimore, MD 21201. 1978. 91 pp. Free. This booklet is designed to acquaint interested persons with existing respite care programs in Maryland. These may serve as models for development of new programs in rural, suburban or urban areas. Local and national trends in respite care are reported.

Correctional Education Programs for Inmates. Raymond Bell *et al.* U.S. Department of Justice, National Institute of Law Enforcement Assistance Administration, Washington, DC 20531. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1979. 123 pp. $4. This report assesses the general state of education in correctional institutions. Questionnaires and site visits were used to gather information from 163 institutions on funding, administration, resources, materials, program design and evaluation, and relation to work programs.

Guide to the Section 504 Self-Evaluation for Colleges and Universities. G. Richard Biehl. National Association of College and University Business Officers, One Dupont Circle, Washington, DC 20036. Available from: Office for Civil Rights, Dept. of H.E.W., Washington, DC 20201. 1978. 127 pp. Free. This guide is designed to assist college and university officials in the completion of their section 504 institutional self-evaluations. Materials in the guide offer a format for self-evaluation and assist in planning actions, collecting data, and monitoring compliance.

Handbook of Vocational Education Evaluation. Theodore Abramson, Carol K. Tittle, Lee Cohen. Sage Publications, Inc., 275 South Beverly Drive, Beverly Hills, CA 90212. 1979. 619 pp. $35. Authors examine evaluation issues in the context of current vocational education programs and practices. Chapters describe history and goals of vocational education, evaluation designs and approaches, use of evaluation concepts in program development, measurement and testing issues, and political context and evaluation roles. Evaluators, administrators, and policy makers concerned with vocational education programs may find this book helpful.

Horticulture for the Disabled and Disadvantaged. Damon R. Olszowy. Charles C. Thomas, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1979. 228 pp. $14.50. This text provides comprehensive guidelines for individuals, groups and institutions who plan to establish a horticultural therapy program. Olszowy discusses a pilot program conducted by the Bartlett Arboretum of the University of Connecticut. Sections of the book describe physical and psychological characteristics of various groups and their implications for horticulture. An activity section that lists projects which can be adapted to the needs of these various groups is also included.

Learning Disabled Adolescent, The: Program Alternatives in the Secondary School. George E. Marsh II, Carol K. Gearheart, Bill R. Gearheart. C. V. Mosby Co., 11830 Westline Industrial Drive, St. Louis, MO 63141. 1978. 254 pp. $14.95. Components of secondary school programming for learning disabled adolescents are presented in this basic text, suitable for college students preparing to teach this special population. Section I presents an overview of the field of learning disabilities. The second section

encompasses program emphases and suggestions relating to assessment practices. Section III presents descriptions of public and private school programs.

Me and Einstein: Breaking Through the Reading Barrier. Rose Blue. Human Sciences Press, 72 Fifth Avenue, New York, NY 10011. 1979. Un-numbered. $6.95. Written for children, this illustrated book is about dyslexia as seen through the eyes of a nine year old boy. It follows Bobby from days of self-doubt, insecurity and increasing behavior problems, through a stint in a special education class, and finally to the diagnosis of dyslexia and professional guidance.

Preventing Physical and Mental Disabilities: Multidisciplinary Approaches. Peter J. Valletutti, Florence Christoplos (Eds.). University Park Press, 233 East Redwood St., Baltimore, MD 21202. 1979. 438 pp. $19.50. The establishment of prevention systems involves four procedures which are stressed in this text: objective clarification; priority identification; anticipation of the effects of given conditions or environmental and human manipulations; program planning and implementation. Efforts to make prevention habitual in such professions as counseling, leisure and recreation services, nutrition, dentistry, and thanatology are described.

Recreation Programming For Developmentally Disabled Persons. Paul Wehman (Ed.). University Park Press, 233 East Redwood St., Baltimore, MD 21202. 1979. 182 pp. $14.95. The contributing authors feel that the families of the handicapped and the handicapped themselves can profit immeasurably when they use free time appropriately. The book contains specialized information on programming recreation and leisure, selection, and design of materials; teaching free play skills while enhancing social skills and cooperative behavior; sensory stimulation, and music programming. The appendix includes an annotated bibliography and list of resources.

Rehabilitation Counseling Research. Brian Bolton. University Park Press, 233 East Redwood St., Baltimore, MD 21202. 1979. 293 pp. $14.95 This text introduces students and practitioners to research methodology so that they may incorporate research based knowledge into their counseling practice. Basic principles of research design are illustrated by summaries of rehabilitation research studies in the literature. Topics include fundamentals of measurement; assessment and prediction of outcomes; rehabilitation program evaluation; and research utilization.

Rehabilitation Environment, The. Carroll M. Brodsky, Robert T. Platt. Lexington Books, D.C. Heath and Company, 125 Spring St., Lexington, MA 12172. 1978. 157 pp. $15. Brodsky and Platt present their observations of the birth and death of a rehabilitation unit. They employ a systems approach to analyze life on the unit, patient/staff interaction, and the conflicts encountered. The authors look beyond individual flaws to see the problems this unit faced in larger, more systematic terms, and present their conclusions for those faced with designing such a system.

Winners: Eight Special Young People. Dorothy Schainman Siegel. J[illegible]n Messner, 1230 Avenue of the Americas, New York, NY 10020. 1978. 189 pp. $7.79. Eight young people who are handicapped share their stories with teenage readers of this book. Their striving for independence and self-reliance is highlighted. The author hopes that their successes will inspire other young people when they face difficulties on the way to adulthood.

THE COUNSELOR'S BOOKSHELF

Hidden Victims: The Sexual Abuse of Children. Robert L. Geiser. Beacon Press, 25 Beacon St., Boston, MA 02108. 1979. 191 pp. $10.95. In an effort to raise public consciousness about the evergrowing incidence of sexual abuse of children, Geiser examines acts of sexual violence and attempts to dispel some of the surrounding myths. Chapters deal with sexual misuse of both male and female children; incest, pornography, obscenity and prostitution. A selected bibliography is included.

Man's Place, A: Masculinity in Transition. Joe L. Dubbert. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1979. 323 pp. $10.95. The author explores evolution of the American masculine image, showing influence of changing sexual and emotional values, popular heroic models, and rise of the women's movement on male self-perception. He shows the sources of some modern sexual stereotypes and the ways in which they are being destroyed by secure individuals of both sexes.

PERIODICALS IN GUIDANCE AND RELATED FIELDS

Advocate for Human Services: A Monthly Washington Roundup of Legislation and Activities Affecting Social Work and People. National Association of Social Workers, Inc., 1425 H St., N.W., Suite 600, Washington, DC 20005. Monthly. Students, $5 per year; NASW members, $7.50; nonmembers and organizations, $10.

Boarding Schools Report. The Committee on Boarding Schools, 4 Liberty Square, Boston, MA 02109. Quarterly. Free.

CAPT Newsletter. Clearinghouse for Applied Performance Testing, Northwest Regional Educational Laboratory, 710 S.W. Second Ave., Portland, OR 97204. Bi-monthly. Free.

Career Development Review. Career Development Associates, P.O. Box 445, New York, NY 10024. Four times yearly. $17 per year, institutions; $12 per year, individuals.

Centergram. National Center for Research in Vocational Education, The Ohio State University, 1960 Kenny Rd., Columbus, OH 43210. Monthly. Free.

College and University Bulletin. American Association for Higher Education, One Dupont Circle, Washington, DC 20036. Monthly, September - June. AAHE membership includes subscription; nonmembers, $20 yearly.

Creative Child and Adult Quarterly, The. National Association for Creative Children and Adults, 8080 Springvalley Dr., Cincinnati, OH 45236. Quarterly. $22 yearly, $7 single issue.

Footnotes to the Future. Futuremics, 1629 K St., N.W., Suite 5129, Washington, DC 20006. Monthly. $20 per year.

Ford Foundation Letter. Ford Foundation, 320 East 43rd St., New York, NY 10017. Bi-monthly. Free.

Growing Edge, The. Council for Noncollegiate Continuing Education, 6 North Sixth St., Richmond, VA 23219. Quarterly. Free.

Human Relations Newsletter. Cincinnati Human Relations Commission, Room 110, City Hall, Cincinnati, OH 45202. Monthly. Free.

In the Mainstream. Mainstream, Inc., 1200 15th St., N.W., Washington, DC 20005. Four times a year. Free.

Indian Educator, The: A National Journal of Indian Adult Education. United Indians of All Tribes Foundation, P.O. Box 99253, Seattle, WA 98199. Published every two months. Contributions encouraged.

ITYB - Intellectually Talented Youth Bulletin. Study of Mathematically Precocious Youth, The Johns Hopkins University, Baltimore, MD 21218. 10 issues yearly. $5 per year.

Options: The Jewish Resources Newsletter. Options Publishing Company, Box 311, Wayne, NJ 07470. Monthly. $12 per year.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER